

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
CHECKLIST 34-8**

**3 NOVEMBER 2003**

*Services*

**BUSINESS OPERATIONS FLIGHT**

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This checklist reflects Command requirements for Services Business Operations Flights to prepare for and conduct internal reviews.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the functions.
2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

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Acting Director of Mission Support

## ATTACHMENT 1

## SERVICES BUSINESS OPERATIONS FLIGHT CHECKLIST

Table A1.1. Checklist.

<b>MISSION STATEMENT:</b> Provide customer demand-driven shooting, boating, golfing, bowling and club programs and eating establishments through commander/director, deputy, flight chief and activity manager oversight of SV programs.			
<b>SECTION 1: AERO CLUBS</b>			
<p><b>NOTE:</b> All references are from AFI 34-217, <i>Air Force Aero Club Program</i>, unless otherwise specified. Also see references AFMAN 34-232, <i>Aero Club Operations</i>, AFI 91-204 <i>Safety Investigations and Reports</i>, AFI 91-202, <i>The US Air Force Mishap Prevention Program</i>, and Code of Federal Regulations, Title 49 (49 CFR), Chapter VIII, National Transportation Safety Board, part 830, <i>Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records</i>, and 14 CFR, Chapter I, Federal Aviation Administration, Department of Transportation, part 141, <i>Pilot Schools</i>.</p>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the Aero Club safety officer hold a safety meeting for the membership at least once a month? (Para 3.2)			
1.1.2. Has the Aero Club manager established comprehensive ground safety programs, including aircraft servicing, ground handling and maintenance activities? (Para 3.8.1)			
1.1.3. Are all flight restrictions contained in AFMAN 34-232 part of the club Standard Operating Procedures (SOP) for pilots to adhere to when operating club aircraft? (AFMAN 34-232, Para 3.1 and 3.16)			
1.1.4. Are aircraft records maintained according to manufacturer's maintenance manuals and Federal Aviation Administration (FAA) directives? (AFMAN 34-232, Para 5.1)			
1.1.5. Does the Services commander conduct an inspection of the Aero Club at least every 12 calendar months? (Para 4.7.1)			
1.1.5.1. Is a consolidated inspection report forwarded to the installation commander within five workdays of receipt? (Para 4.7.2)			
1.1.5.2. Does the club manager return proposed corrective actions within 15 workdays of receipt? (Para 4.7.2)			

<b>CRITICAL ITEMS (Cont):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.5.3. Is an amended report forwarded to the installation commander within 45 workdays of the inspection? (Para 4.7.2)			
1.1.5.4. Once the installation commander approves the report, is it forwarded to MAJCOM/SV and HQ AFSVA/SVPAR? (Para 4.7.2)			
1.1.6. Does the host safety office report aero club mishaps in accordance with AFI 91-204, AFI 34-217 and 49 CFR as appropriate? (AFI 91-202, Para 7.8)			
1.1.7. Has the installation commander appointed, in writing, an operations, maintenance and safety advisor to serve as a direct operational link with the club? (Para 4.6)			
1.1.8. Do the Operations and Safety Advisors attend all safety and standardization meetings? (Para 4.8 and 4.9)			
1.1.9. Do the Operations, Safety and Maintenance Advisors conduct spot inspections? (Para 4.8 - 4.10)			
1.1.10. Are maintenance areas in compliance with Air Force Occupational Safety and Health (AFOSH) standards? (Para 3.8.2)			
1.1.11. Are fire extinguishers readily accessible during engine starts, aircraft maintenance and aircraft refueling? (AFMAN 34-232, Para 4.2)			
1.1.12. Are members denied flight privileges if they miss safety meetings? (AFMAN 34-232, Para 4.1)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Are mishaps reported in accordance with procedures contained in AFI 34-217? (Para 3.5)			
1.2.2. Does the Services commander/director investigate pecuniary liability for mishaps IAW applicable guidance? (Para 3.7)			
1.2.3. Do all members desiring to obtain/maintain Pilot-in-Command (PIC) privileges have all the flight checks required and has a club flight instructor administered them? (AFMAN 34-232, Para 3.13.5)			
1.2.4. Is the Aero Club Manager responsible for all aspects of the club's operation? (AFMAN 34-232, Para 6.1)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.5. Is AF Form 270, <b>Aero Club Operations</b> (RSC: HAF-SV(Q) 9495), submitted to HQ AFSVA/SVPAR NLT the 15th calendar day following the end of the quarter? (AFMAN 34-232, Atch 6) <b>NOTE:</b> AF Form 270 should be routed through HQ AFSPC/SVPB NLT the 12th calendar day following the end of the quarter.			
1.2.6. Does the Aero Club manager maintain a membership/training folder for each member, containing the required documents listed in AFMAN 34-232? (AFMAN 34-232, Para 1.6 and Attachment 7)			
1.2.7. Has the installation commander determined boundaries of the local flying area? (AFMAN 34-232, Para 3.4)			
1.2.8. Does the pilot and clearing authority sign a written clearing check-list for all flights? (AFMAN 34-232, Para 3.10)			
1.2.9. Are ground school and flight training curriculum certified by the FAA under Federal Aviation Regulations (FARs) (14 CFR, part 141) for training leading to the issuance of an initial Private, Commercial or Instrument rating? (AFMAN 34-232, Para 3.12)			
1.2.10. Are only qualified Aero Club pilots operating aircraft in support of the U.S. Force Survival, Recovery and Reconstitution Plan, search and recovery operations and other operational missions? (Para 1.2.1 and 1.2.1.3)			
1.2.11. Are all aircraft owned or operated by the Aero Club registered IAW FARs? (Para 2.8)			
1.2.12. Are members encouraged to use Aero Club aircraft as a method of temporary duty (TDY)? (Para 1.2.2)			
1.2.13. Has the installation commander included Aero Club facilities in ground safety and fire protection inspections? (Para 4.6)			
1.2.14. Have Aero Club pilots who deviated from requirements and restrictions contained in AFMAN 34-232 reported deviations to the Aero Club Manager as soon as practicable? (AFMAN 34-232, Para 1.1.3)			
1.2.15. Has the Aero Club manager received written permission from HQ AFSVA/SVPAR before a newly acquired aircraft is operated? (AFMAN 34-232, Para 1.4)			
1.2.16. Does the current maintenance status board or printed documentation available to pilots contain the minimum information? (AFMAN 34-232, Para 5.6)			

**SECTION 2: ROD AND GUN CLUB**

**NOTE:** All references are from AFI 34-110, *Air Force Outdoor Recreation Programs*, unless otherwise specified. Also see references AFI 34-121, *Other Recreation Membership Clubs Programs* and ATF P 5300.4, *Federal Firearms Regulations Reference Guide*.

<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Do sales of weapons, ammunition, and reloading supplies comply with the guidance contained in ATF P 5300.4, or its replacement? (Para 16.3)			
2.1.2. Do customers and staff wear eye and ear protection (shooting glasses and ear muffs) on the shooting range? (Para 16.6)			
2.1.3. Does the business/community support flight chief conduct weekly spot checks of firearm inventory records? (AFI 34-121, Para 2.5)			
<b>2.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Are sales limited to authorized club members? (AFI 34-121, Para 1.4)			
2.2.2. Has the club manager (or designated club officer) reviewed and updated operating instructions annually and ensured copies are available to club members? (AFI 34-121, Para 2.6)			
2.2.3. Has the business/community support flight chief approved all club operating instructions? (AFI 34-121, Para 2.5)			

**SECTION 3: MARINAS (MEMBERSHIP CLUBS)**

**NOTE:** All references are from AFI 34-121, *Other Recreation Membership Clubs Programs*, unless otherwise stated. Also see reference AFI 34-110, *Air Force Outdoor Recreation Programs*.

<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Does the operation comply with Federal, state, and local environmental and pollution laws? (AFI 34-110, Para 22)			
3.1.2. Are goods sold at a reduced price offered to all members on a first-come, first-served basis? (Para 1.4)			

<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Are sales limited to authorized club members? (Para 1.4)			
3.2.2. Has the club manager (or designated club officer) reviewed and updated operating instructions annually and ensured copies are available to club members? (Para 2.6)			
3.2.3. Has the business/community support flight chief approved all club operating instructions? (Para 2.5)			
<b>SECTION 4: VETERINARY SERVICES</b>			
<p><b>NOTE:</b> See references AFI 34-262, <i>Services Programs and Use Eligibility</i>, Army Regulation (AR) 40-905, <i>Veterinary Health Services</i>, and the <i>Memorandum of Understanding (MOU) between Headquarters, United States Air Force Services (HQ USAF/ILV) and Headquarters, United States Army Veterinary Command (MCVS)</i>.</p>			
<b>4.1. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Are only authorized customers allowed to use the program? (AFI 34-262, Tables A2.1 and A2.2)			
4.1.2. Are owners of privately owned animals charged for all items provided or used for their animals' care? (AR 40-905, Para 6.1.B)			
4.1.3. Is the operational control of the Veterinary/Animal Care Services under the MCVS Officer-in-Charge IAW the MOU? (MOU Para 5a) <b>NOTE:</b> Operational control includes hours of operation, supervising Nonappropriated Fund (NAF) employees, setting prices, inventory control and other policy matters. See also HQ USAF/ILV memo, 25 Feb 98.			
<b>SECTION 5: SNACK BARS</b>			
<p><b>NOTE:</b> Applies to all snack bars regardless of location. All references are from AFMAN 34-228, <i>Air Force Club Program Procedures</i>, unless otherwise specified. Also see references, AFI 34-202, <i>Protecting Nonappropriated Fund Assets</i>, AFI 48-116, <i>Food Safety Program</i> and the <i>Air Force Fast Food Management Guide</i>.</p>			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Are sanitation and housekeeping self-inspections conducted weekly using an AF Form 977, <b>Food Facility Evaluation</b> , and kept on file for at least 90 days? (Para 9.6)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
5.1.2. Are food handlers trained IAW AFI 48-116, including current local food handler health requirements? (Para 9.2)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Has the Resource Management Flight Chief approved safeguards for the protection of cash? (AFI 34-202, Para 2.1)			
5.2.2. Is there a planned Capital Requirements Budget detailing facility improvements, equipment and supply requirements? (AF Fast Food Management Guide, Attachment 1, Para A.10)			
5.2.3. Are “healthy alternative” food items being featured? (AF Fast Food Management Guide, Attachment 1, Para D.5)			
5.2.4. Are there portion control packet standards established for quantities to issue with take-out and deliveries? (Para 3.9.3. and 10.1 and AF Fast Food Management Guide, Attachment 1, Para D.14)			
5.2.5. Are menu items supported with production standards (cost menu cards) and/or standardized recipes? (Para 3.7.1, 3.7.2 and AF Fast Food Management Guide, Attachment 1, Para F.1)			
5.2.6. Are menu items accurately priced using menu item cost cards and standardized recipes? (AF Fast Food Management Guide, Attachment 1, Para H.1)			
5.2.7. Are employees properly scheduled to meet the service and production peaks and valleys? (Para 2.4 and AF Fast Food Management Guide, Attachment 1, Para J.1)			
<b>SECTION 6: CLUBS</b>			
<p><b>NOTE:</b> All references are from AFMAN 34-228, <i>Air Force Club Program Procedures</i>, unless otherwise stated. Also see references AFI 34-219, <i>Alcoholic Beverage Program</i>, AFI 34-272, <i>Air Force Club Program</i>, AFI 34-407, <i>Air Force Commercial Sponsorship Program</i>, AFI 48-116, <i>Food Safety Program</i>, AFSVA Operational Guide FDO-006, <i>Prime Vendor 80 Percent Rule</i>, and HQ USAF/ILV Memo, 30 Apr 02, <i>Policy on Air Force Clubs “Members First.”</i></p>			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Are sanitation and housekeeping self-inspections conducted weekly using an AF Form 977, <b>Food Facility Evaluation</b> , and kept on file for at least 90 days? (Para 9.6)			

<b>CRITICAL ITEMS (Cont):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1.2. Are food handlers trained IAWAFI 48-116, including current local food handler health requirements? (Para 9.2)			
6.1.3. Does the club use the mandatory Air Force Core Menu? (AFI 34-272, Para 3.13.1)			
6.1.4. Does the club have an approved annual marketing objective plan and management action plan on file? (AFI 34-272, Para 2.8.6. and 2.9.2)			
6.1.5. Has the club instituted the AF Members First Pricing program IAW current policy? (HQ USAF/ILV Memo, 30 Apr 02)			
6.1.6. Has management developed a realistic 5-year plan to project future requirements? (AFI 34-272, Para 2.8.4. and 2.9.5)			
<b>6.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.2.1. Does the club have an advisory committee with at least 5 voting members elected by the general membership and/or appointed by the installation commander? (AFI 34-272, Para 2.4.7 and 2.10.1)			
6.2.1.1. Are a majority of the advisory committee members on active duty? (AFI 34-272, Para 2.10.1)			
6.2.1.2. Are civilian members of the advisory committee Federal Government personnel? (AFI 34-272, Para 2.10.3)			
6.2.1.3. Does the installation commander approve committee minutes? (AFI 34-272, Para 2.4.2)			
6.2.2. Is there an established food par stock for such items as dry goods, canned goods, condiments, fresh and frozen meat items and supply items? (Para 3.2.2)			
6.2.3. Are personnel, authorized to receive purchases, designated in writing? (Para 3.3)			
6.2.4. Are cost cards developed for all menu items? (Para 3.7.2)			
6.2.4.1. Are all cost cards available in Food-Trak? (Para 3.7.2.4)			
6.2.5. Is AF Form 967, <b>Food Production Order</b> , used to control food costs and ensure consistency through standardized recipes? (Para 3.7)			
6.2.5.1. Are standardized recipes and menu cost cards used to determine portions, costs, and to ensure standard procedures in preparation are followed? (Para 3.7.1 and 3.7.2)			



NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
6.2.6. Are storeroom keys controlled and issued to authorized staff only? (Para 3.4.11, and 3.4.14)			
6.2.7. Are all beverages and supplies secured when not in use? (Para 4.3.1)			
6.2.8. Are beverage keys accounted for at all times? (Para 4.3.1)			
6.2.9. Have all bar service personnel read, signed, and acknowledged understanding of dram shop liability? (Para 4.1.1 and AFI 34-219, Para 1.3.2.1)			
6.2.10. Is the club using the Prime Vendor Program for buying at least 80% of their food items? (Para 3.2.2 and AFSVA FDO-006)			
6.2.11. If the installation commander approves the use of the club by non-members, are they prohibited from receiving free or reduced price meals available to members and their guests? (AFI 34-272, Para 1.12)			
6.2.12. Have employees signed a comprehensive set of employee house rules indicating they acknowledge them? (Para 2.1.1.3)			
6.2.13. Have position descriptions for all employees been developed? (Para 2.1.1.1)			
6.2.14. Have the club manager and civilian employees enrolled in Air Force DoD training programs? (Para 2.2.2)			
6.2.15. Is an active employee incentive awards program in place? (Para 2.1.1.4)			
6.2.16. Is routinely scheduled employee training conducted and annotated on AF Form 971, <b>Supervisor's Employee Brief</b> ? (Para 2.3)			
6.2.17. Has the club manager established standards for customer service and preparation, presentation and serving of food items? (Para 3.1)			
6.2.18. Does the club use the Air Force Catering standard brochure? (Para 5.1)			
6.2.19. Are standard beverage/drink recipes used to make mixed drinks? (Para 4.3.4)			
6.2.20. Are all the required operating instructions on hand and are they current? (AFI 34-272, Attachment 2)			
6.2.21. Are regularly scheduled inspections conducted to reduce hazards and determine replacement or maintenance needs? (Para 10.2.1)			

<b>NON-CRITICAL ITEMS (Cont):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.2.22. Is the policy that nonmembers and their families who are eligible for club membership may not attend as guests except as described in AFI 34-272, Para 1.12, being enforced and used to gain and maintain club membership? (Para 1.3)			
6.2.23. Do civic and civilian nonprofit organization affairs (special functions) meet the criteria outlined in AFI 34-272, Para 1.11.2.1? (Para 1.5)			
6.2.24. Do personnel have a currently calibrated platform scale at the receiving area? (Para 3.3.1)			
6.2.25. Have specifications for the purchase of meat, food and supply items been developed? (Para 3.2.1)			
6.2.26. Are purchases checked against the invoice to ensure quantities ordered are quantities received? (Para 3.3)			
6.2.27. Is there an employee meals policy? (Para 2.1.1.5)			
6.2.28. Have par stock levels been established for each bar based on average consumption? (Para 4.2.4)			
6.2.29. Are all bartenders using the standard one-ounce shot size? (Para 4.3.6)			
6.2.30. Are safety signs stating "ENSURE NO ONE IS INSIDE BEFORE CLOSING OR LOCKING" posted on all walk-in refrigerator and freezer doors when the door must be locked from the outside? (Para 3.4.5)			
6.2.31. Is an equipment log maintained containing descriptions of each piece of equipment, date acquired, maintenance and cleaning schedules and agency responsible for maintenance? (Para 3.9)			
6.2.32. Do entertainment contracts include standards to govern performer's conduct while performing in the club? (Para 6.3)			
6.2.33. Is the club manager complying with commercial sponsorship procedures as outlined in AFI 34-407? (Para 7.1)			
6.2.34. Are club focus group sessions conducted? (Para 7.3)			
6.2.35. Is the dues rate for retired military members who live 50 or more miles from the closest AF base 50% or less of the dues rate for active duty counterparts? (AFI 34-272, Para 1.13.2)			

**SECTION 7: GOLF COURSE**

**NOTE:** All references are from AFI 34-116, *Air Force Golf Course Program*, unless otherwise stated.

<b>7.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1.1. Are all personnel who apply pesticides DoD-certified as pesticide applicators? (Para 3.9.1)			
7.1.2. Are all employees who apply pesticides issued and required to wear personal protective clothing and trained in proper handling techniques (HAZMAT)? (Para 3.9.2)			
7.1.3. Are all known hazards on the course grounds clearly marked? (Para 3.8)			
7.1.4. Are signs clearly posted at all course water hazards that state “Do not drink” and “No swimming or fishing”? (Para 3.8)			
7.1.5. Does the golf course supply sufficient drinking water when the temperature exceeds 80 degrees Fahrenheit? (Para 3.8)			
7.1.6. Does the golf course have established written procedures for advising players of course weather warnings? (Para 3.8)			
7.1.7. Are protective shelters available for players on course grounds that commonly see heavy thunderstorm activity? (Para 3.8)			
<b>7.2. NON-CRITICAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.2.1. Are all personnel authorized use of the golf facilities paying the established fees and charges? (Para 3.1)			
7.2.2. Is there a policy and/or procedure that ensure pro shop employees alert patrons of the use of pesticides on the course when they are being applied? (Para 3.9.1)			
7.2.3. Does the maintenance staff consult with base bioenvironmental engineering about proper pesticide disposal? (Para 3.9.1)			
7.2.4. Are employees that apply pesticides enrolled in the occupational health program? (Para 3.9.2)			
7.2.5. Is the resale inventory in the Pro Shop turned over at least 2.5 times per year? (Para 2.1.1)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
7.2.6. Is the golf course providing discounted junior golf programs and annually conducting at least three instructional golf programs targeted specifically at novice players? (Para 2.3.1)			
7.2.7. Are DoD civilians, who are retired military, paying according to their retired military grade? (Para 3.1.4)			
7.2.8. Are cash register receipts or other dated receipts given to each customer paying a daily greens fee? (Para 3.1.9)			
7.2.9. Has the director of golf established an annual grounds and equipment preventive maintenance program? (Para 3.4. and 3.5)			
7.2.10. Are procedures in AFI 34-262 used to establish eligibility and priority requirements for those using the golf course facilities and pro shop? (Para 2)			
7.2.11. Is the golf course director using Corporate Prism data, as appropriate, on a recurring basis to make sound business-based decisions? (Para 4.6)			
7.2.12. Does the golf course manager submit a merchandising plan with the annual fiscal year budget including purchases, sales, pricing strategies and profit margin goals? (Para 2.1.3)			
7.2.13. Is the golf course using a controlled, pre-numbered card or receipt for people paying advance greens fees? (Para 3.1.10) <b>NOTE:</b> Cards must show the person's name, grade and the date of expiration.			
7.2.14. Are advanced green fee cards and punch cards or coupons from other Air Force golf courses honored? (Para 3.2 and 3.2.1)			
7.2.15. Does the installation commander approve all tee-time policies? (Para 3.3.1)			
7.2.16. Are golf course personnel ensuring that preventive maintenance is performed IAW equipment manufacturer's recommendation and ensuring that all personnel operating the equipment have proper training and adequate tools? (Para 3.5)			
7.2.17. Does the driving range prominently display a list of local range safety procedures? (Para 3.7)			
7.2.18. Does the director of golf do the following?			
7.2.18.1. Provide employee training and career development to fulfill the mission, meet standards, and accomplish program objectives by using information systems. (Para 4.6)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
7.2.18.2. Prepare required financial, program, facility and equipment reports. (Para 4.6)			
7.2.18.3. Develop a 5-year facility and equipment requirements and purchasing plan, and an annual program training and appropriated fund/NAF financial plan. (Para 4.6)			
7.2.18.4. Use Corporate Prism to determine the size and share of the golf market for the installation, identify potential market increasing, and plan improvements aimed at increasing program participation. (Para 4.6)			
7.2.19. Do the E1 – E4 rates exceed 75% of lowest daily and advance fees? (Para 3.1.3)			
<b>SECTION 8: BOWLING</b>			
<i>NOTE:</i> All references are from AFI 34-118, <b>Bowling Program</b> , unless otherwise stated. Also see references AFMAN 34-238, <b>Air Force Bowling Program Management</b> , and AFI 34-262, <b>Services Programs and Use Eligibility</b> .			
8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Does the bowling center manager conduct and document an ongoing job safety education program? (Para 19) <i>NOTE:</i> Pay special attention to job safety education in the maintenance area.			
8.1.2. Are the mandatory core programs and promotions conducted yearly? (AFMAN 34-238, Para 3.1 and AFSVA Bowling Golden Eagle Standards)			
8.2. NON-CRITICAL ITEMS:	YES	NO	N/A
8.2.1. Are the criteria outlined in AFI 34-262 used to determine bowling center use? (Para 1.1)			
8.2.2. Does the bowling manager provide staff training to upgrade knowledge and qualifications? (Para 27)			
8.2.3. Is the bowling center complying with certification and sanctioning requirements of the American Bowling Congress (ABC), Women's International Bowling Congress (WIBC) and Youth American Bowling Alliance (YABA)? (Para 14)			
8.2.4. Is the control of bowling lineage being accomplished? (Para 10)			

<b>NON-CRITICAL ITEMS (Cont):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8.2.5. Has the flight chief directed the development of a current 5-year plan for bowling center operations? (Para 26)			
8.2.6. Is there an established major and minor preventive maintenance program as outlined in manufacturer manuals or other industry guidelines? (Para 28)			
8.2.7. Is there an identity for the food operation using a theme or another method that separates it from the bowling center? (Para 12.1)			
8.2.8. Has management developed a bowling equipment spare parts inventory and parts control record? (Para 18)			
8.2.9. Is the bowling center using a daily facility inspection checklist to document facility cleanliness and maintenance? (AFMAN 34-238, Para 6.1)			
8.2.10. Has the manager established goals for the bowling center and developed program objectives that aim toward reaching those goals? (AFMAN 34-238, Para 1.4.3)			
8.2.11. Have the snack bar hours of operation been reviewed to ensure it's only opened during the hours necessary to meet profit objectives and goals? (AFMAN 34-238, Para 4.6)			
8.2.12. Are house rental shoes sanitized after each use? (AFMAN 34-238, Para 6.2.6)			
8.2.13. Are ongoing evaluations of programs conducted using the tools and techniques outlined in AFMAN 34-238? (AFMAN 34-238, Para 1.5)			
8.2.14. Are the snack bar food and beverage items controlled using the tools and techniques outlined in AFMAN 34-238? (AFMAN 34-238, Para 4.4)			
8.2.15. Are the fund handling, change funds, cash register operations and inventory requirements outlined in AFMAN 34-238 enforced? (AFMAN 34-238, Chapter 7)			

**SECTION 9: ALCOHOL CONTROL**

**NOTE:** Applies to all alcohol serving activities. All references are from AFI 34-219, *Alcoholic Beverage Program*, unless otherwise stated.

<b>9.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.1.1. Have all servers of alcoholic beverages read published operating instructions (OIs) that prohibit serving alcoholic beverages to those who appear to be intoxicated and not in complete control of their faculties, and signed a statement that they understand these responsibilities? (Para 1.3.2 and 1.3.2.1)			
9.1.2. Do all activities selling alcoholic beverages comply with applicable state laws (when alcohol can/cannot be sold, ages of those serving/selling and ages of those purchasing, etc.)? (Para 1.1 and 3.5)			
9.1.3. Is the installation complying with the Alcohol Deglamorization Program guidance and procedures? (Para 1.5)			
<b>9.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.2.1. Does the base hold annual training to familiarize beverage supervisors and servers with Air Force drinking policies? (Para 1.4.1)			
9.2.2. Does the base supplement to AFI 34-219 contain the authorized listing of on-base facilities where alcoholic beverages are allowed to be served and consumed? (Para 2.1.6)			
9.2.3. Do activity managers prohibit individuals from bringing personal supplies of alcoholic beverages into buildings or onto the grounds where activities sell or serve alcohol? (Para 2.5)			
<b>SECTION 10: SLOT MACHINES</b>			
<b>NOTE:</b> All references are from AFMAN 34-229, <i>Air Force Slot Machine Program Operations, Controls, and Procedures</i> , unless otherwise stated.			
<b>10.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.1.1. Are slot machines located only in authorized overseas locations (clubs, recreation lounges, bowling center, etc.)? (Para 1.3)			

<b>CRITICAL ITEMS (Cont):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.1.2. Are all personnel directly involved in slot machine operations and their families prohibited from playing slot machines? (Para 1.4.1.1)			
10.1.3. Has the Services commander or director ensured that an annual review of slot machine internal control procedures is conducted with a checklist provided by HQ AFSVA? (Para 2.9.5)			
10.1.4. Are there always two people present whenever cash or internal parts of a slot machine or slot machine stand are exposed? (Para 6.1) <b>NOTE:</b> The personnel should consist of one representing the activity where the slot machine is located and an independent observer (IO).			
<b>10.2. NON-CRITICAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.2.1. Does the installation commander approve all NAF Council minutes concerning all actions pertaining to slot machines? (Para 2.8.2)			
10.2.2. Has the Services commander or director designated in writing the location of the KeyKeeper System and Security Key Dispensers? (Para 2.9.4)			
10.2.3. Has the Resource Management Flight Chief or the installation NAF Custodian implemented procedures to perform periodic, unannounced observation visits of slot machine operations? (Para 2.13.1)			
10.2.3.1. Are significant findings and corrective actions documented? (Para 2.13.1)			
10.2.4. Is the IO trained? (Para 2.10.5)			
10.2.5. Is the IO present whenever the activity manager or designee collects cash or when the maintenance technician opens a machine or stand in the operational area? (Para 2.12.1)			
10.2.6. Does the activity manager ensure prescribed internal controls and all activity personnel involved with the slot machine operation follow operational procedures? (Para 2.16.1)			
10.2.7. Is the slot machine game room operated IAW the procedures contained in AFMAN 34-229? (Para 3.2)			
10.2.8. Are signs posted displaying slot machine rules and operational policies at conspicuous locations throughout the game room or slot machine area and do the signs contain at least the minimum requirements? (Para 3.4)			
10.2.9. Is there a slot machine Life of Fund file and does it contain the appropriate documents prescribed in AFMAN 34-229? (Para 2.13.9)			



NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
10.2.10. Is the cash collected from each slot machine periodically, and at the end of each month? (Para 4.5.1 and 4.5.4)			
10.2.11. Do the maintenance technicians ensure all maintenance actions are recorded in the Intelligent Tracking System (ITS) (Para 2.11.5)			